



REQUEST FOR QUOTATION

Quotations will be received until 5:00 P.M., MST, May 06, 2005

RFQ No.: EO5-5009

**ARIZONA DEPARTMENT
OF ECONOMIC SECURITY**
Office of Procurement, 805Z
1789 W. Jefferson
Phoenix, AZ 85007
Phone: (602) 364-0170

VENDOR QUOTATION

THIS IS NOT A PURCHASE ORDER

The terms and conditions on the SPO-211-RFQ form should be reviewed and understood before preparing a quotation. *The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Contract Officer's name and RFQ Number on the outside of the return envelope or on the FAX Cover Sheet.*

Contract Officer: Jose De La Torre

Phone No. 602-542-0876 Fax Number: 602-542-4496

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Quantity	Unit	Unit Price
	The Department of Economic Security, is requesting quotes from qualified vendor to provide quality interior paint products and quality application for the following facilities. Work will include all labor, materials, tools and other equipment, services and supervision required for completion.			
173	111 EAST MARIPOSA PHOENIX	1	Job	
174	2327 W. CAMPBELL #506H PHOENIX	1	Job	
176	3322 EAST PINCHOT PHOENIX	1	Job	
177	3043 NORTH 37TH STREET PHOENIX	1	Job	
178	1750 EAST WINDSOR PHOENIX	1	Job	
179	4505 W. KALER CIRCLE GLENDALE	1	Job	
180	4620 N. 5TH STREET PHOENIX	1	Job	
See scope of work attached for full extent of specifications.				

Approved: _____ Date: _____
DES Procurement Manager

THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____

Company Name	Address	City	State	Zip Code	Phone Number
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Federal Employer Identification No. _____ - _____ - _____

Signature	Date	Typed Name and Title
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INSTRUCTIONS TO VENDORS AND TERMS AND CONDITIONS

1. **SUBMISSION:** Quotations shall be signed where applicable and submitted by the specified due date and time as designated on the Request for Quotation Form.
2. **OPENING:** This is an informal quotation, which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS:** The State of Arizona Uniform Terms and Conditions (UTC), the Department of Economic Security Special Terms and Conditions, where applicable, are a part of this document as if fully set forth herein. In addition, there are special insurance provisions that apply to this solicitation. Copies of these documents are available upon request from the Contract Officer indicated on the REQUEST FOR QUOTATION form.
4. **TAXES:** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be signed upon request. Sales Tax, if any, should be indicated as a separate item.
5. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities. The State also reserves the right to award a contract to more than one vendor. The State retains the sole authority to determine the acceptability of a bid based upon the vendor's compliance with the applicable terms and conditions and responsiveness to the solicitation.
6. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation, including pictures and literature, where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
7. **ERASURES:** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
8. **UNIT PRICE:** In case of error in the extension prices in the Quotation, the Unit Price will govern. No Quotation shall be altered, amended or withdrawn after the specified due date and time for receiving Quotations.
9. **QUANTITY:** Specify the number of Units capable of being delivered.
10. **RIGHT OF WITHDRAWAL:** Quotations may be altered, amended or withdrawn prior to the specified due date and time. No Quotation may be altered, amended or withdrawn after this date and time.
11. **PAYMENT:** The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.
12. **PAYMENT DISCOUNT:** Payment discount periods will be computed from the date of receipt of materials or services or correct invoice, whichever is later, to the date the State's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice exclusive of any applicable sales tax. Payment discounts based on thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the State shall be entitled to take advantage of any payment discount offered by the vendor provided payment is made within the discount period.
13. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and its Rules and Regulations (A.C.R.R. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note: A.R.S. Title 41, Chapter 23 is available at most public libraries; A.C.R.R. Title 2, Chapter 7 may be purchased

from the Arizona Secretary of State; and both are available for review at the Arizona Enterprise Procurement Services Office.

- 14. STATE SET-ASIDE FOR SMALL BUSINESS:** This procurement is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full time employees or which has gross receipts of less than \$4 million in its last fiscal year.
- 15. FUNDING:** A contract resulting from this solicitation will not exceed \$50,000.00 for all contract periods.
- 16. TERM:** The contract is anticipated to begin at the time the DES Procurement Officer signs the Contract, and may be extended as provided by ARS 41-2546.
- 17. EVALUATION CRITERIA:** Evaluation criteria are listed in descending order of importance. The award will be made to the responsible vendor whose offer is determined to be the most advantageous to the State, based on the following criteria:
- Meeting the requirements as stated in the RFQ; and
 - Price
- 18. CERTIFICATE OF INSURANCE:** If awarded a contract as a result of this solicitation, a Certificate of Insurance which demonstrates compliance with the required coverage for Liability, Subcontractor and Workers Compensation as stated in the DES Special Terms and Conditions must be submitted prior to commencement of work. The contract will not be processed until receipt of the Certificate of Insurance, which includes the required coverage.
- 19. LICENSES:** Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. The Department of Economic Security reserves the right to stop work and/or cancel the contract of any contractor whose license(s) expires, lapse, are suspended or terminated.
- 20. QUOTE REQUIREMENTS:** The quote must include the following:
- Request for Quotation which includes the proposed Unit Price per location. The proposed Unit Price is to include all costs associated with delivering the service (ex., travel, per diem, staff time, insurance, administrative cost, report writing, except applicable sales taxes, etc).
 - State of Arizona Substitute W-9 Form Request for Taxpayer Identification Number and Certification.
 - Submit documentation that self-certifies that your small business meets the small business requirements stated in Section 11 of these Instructions to Vendors.
- All items (a through c) must be submitted.
- 21. SAFETY STANDARDS:** Items supplied under the contract shall comply with applicable Occupational Safety & Health Standards of the Arizona Industrial Commission, National Electric Code, and National Fire Protection Association Standards.
- 22. SAMPLE EVALUATION:** Samples will be compared to bid specifications and evaluated as to materials used in job, quality and workmanship, durability, adaptability to the use for which the items were intended, and overall appearance.
- 23. SAMPLE REQUIREMENTS:** Samples may be required prior to awarding a contract. Bidder shall provide adequate samples and detailed specifications for any item offered. If required, samples must be submitted within 10 days of request from The Department of Economic Security.
- 24. SAMPLE SUBMITTALS:** Samples shall be free of charge and removed by bidder at bidder's expense. Awarded Samples may be held for comparison with deliveries.

25. SITE REQUIREMENTS:

CLEANUP: Contractor shall clean up and remove all debris and rubbish resulting from his work as required or directed by the Department of Economic Security. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

SAFETY MEASURES: Contractor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the residences.

SMOKING: Persons working under the contract shall adhere to the local smoking policies and policy of the office. Smoking will only be permitted in posted areas or off premises.

WORKING HOURS: All the facilities are twenty four hour service for DES special clientele, all painting scheduling shall be under direct coordination of the group home coordinator. It may be required to work different schedules to accommodate for DES special strict requirements.

26. PROJECT COMPLETION:

PROJECT DOCUMENTS: Upon completion of the work, the contractor shall present all documents necessary to closeout the project to Buyer listed on the cover of the bid document.

UNFINISHED WORK: Even if final payments are made, if the ADES discovers an unfinished job that should be completed, the contractor will complete the work in a timely fashion at no additional cost.

SPECIAL TERMS AND CONDITIONS**EXPERIENCE**

- 1.01 The vendor shall submit a list of at least five (5) names of have a minimum of five (5) years proven satisfactory experience and shall show proof before commencement of work that they will maintain a qualified crew of painters throughout the duration of painting work.
- 1.02 When requested, Contractor shall provide a list of the last three comparable jobs including, name and location, specifying authority/project manager, start and completion dates and cost amount of the work.

2 SUBMITTALS

- 2.01 Submit written proof of ability to supply a 100% five (5) year warranty for the product.
- 2.02 Submit list of all paint materials to be used along with samples of Color Swatches to the Office of Facilities Management for approval prior to ordering materials.
- 2.03 Submit two sets of Material Safety Data Sheets (MSDS) prior to commencement of work for review and for posting at job site as required.
- 2.04 When requested or required by occupied areas, submit work schedule for various stages of work for the Office of Facilities Management's review approval.
- 2.05 At project completion provide an itemized list complete with manufacturer, paint type and color coding for all colors used for DES later use in maintenance.

3 DELIVERY, STORAGE AND HANDLING

- 3.01 Deliver all painting materials in sealed, original labeled containers bearing manufacturer's name, brand name, type of paint or coating and color designation, standard compliance, materials content as well as mixing and/or reducing and

application requirements. Only approved paint products shall be delivered to the site.

- 3.02 Store all paint materials in original labeled containers in a secure (lockable), dry, heated and well ventilated single designated area meeting the minimum requirements at a minimum ambient temperature of 7 degrees C° (45 degrees F°). Only material used on this project to be stored on site.
- 3.03 Where toxic and/or volatile/explosive/flammable materials are being used, provide adequate fireproof storage lockers and take all necessary precautions and post adequate warnings (e.g. no smoking) as required. Take adequate measures to prevent the release of volatile organic compounds (VOC) into the atmosphere.
- 3.04 Take the necessary precautionary and safety measures to prevent fire hazards and spontaneous combustion and to protect the environment from hazard spills. Materials that constitute a fire hazard (paints, solvents, drop clothes, etc.) shall be stored in suitable closed and rated containers and removed from the site on a daily basis.

4 PROJECT/SITE REQUIREMENTS

- 4.01 Perform no painting work when the relative humidity is above 85% or when the dew point is less than 3 degrees C° (5 degrees F°) variance between the air/surface temperature.
- 4.02 Perform no painting work when the maximum moisture content of the substrate exceeds:
 - 4.02.1.1 15% for wood.
 - 4.02.1.2 12 % for plaster and gypsum board.
- 4.03 Conduct all moisture tests using a properly calibrated electronic Moisture Meter, except test concrete floors for moisture using a simple "cover patch test".
- 4.04 Test plaster surfaces for alkalinity.
- 4.05 Perform no painting work unless a minimum lighting level of 323 Lux (30 foot candles) is provided on surfaces to be repainted. Adequate lighting facilities shall be provided by the General Contractor.
- 4.06 Perform no painting work unless adequate continuous ventilation and sufficient heating facilities are in place to maintain ambient air and substrate temperatures above 10 degrees C° (50 degrees F°) for 24 hours before, during and after paint application. Provide supplemental ventilating and heating equipment if ventilation and heating from existing system is inadequate to meet minimum requirements.
- 4.07 Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surfaces.

5 SCHEDULING

- 5.01 Schedule painting operations immediately after the repairs and preparation of all interior walls, all cracks, holes and wall damages must be prep and prime before final paint.
- 5.02 Schedule repainting operations to prevent disruption of occupants in and about the building. Obtain written authorization from Jose De La Torre or Jay Jett of the DES Office of Facilities for changes in work schedule.

- 5.03 Painting in occupied facilities to be carried out during hours in accordance with DES operating requirements. Schedule work such that painted surfaces will have dried before occupants are affected.

6 MAINTENANCE MATERIALS

- 6.01 At project completion provide 20 liters (5 gallon) of the wall paint and 8 liters (2 gallon) of door and molding paint from same production run (batch mix) used in unopened cans, properly labeled and identified for DES later use in maintenance. Store where directed.

7 FINISHES

- 7.01 Colors shall be equal to or better than Dunn Edwards SP 113 Cottage White eggshell and 60-70 Pearl White synthetic enamel for trims, doors and frames.
- 7.02 Interior colors and/or patterns shall be consistent (throughout each unit) with two (2) separate schemes prepared. See section 2. Submittals 2.02
- 7.03 Walls shall be painted the same color as selected within a given area.
- 7.04 Corridors shall be painted the same color two (2) color schemes prepared for doors and trim.

8 CONDITION OF SURFACES

- 8.01 No painting work shall commence until all such adverse conditions and defects have been corrected and surfaces and conditions are acceptable to the painting contractor and DES Office of Facilities Management.
- 8.02 Commencement of work shall not be held to imply acceptance of surfaces except as qualified herein.
- 8.03 The painting contractor shall be responsible for the condition of the substrate or for correcting defects and deficiencies in the substrate which may adversely affect repainting work. It shall always be the responsibility of the painting contractor to see that surfaces are properly primed and prepared before any paint or coating is applied.
- 8.04 Protect all adjacent surfaces and areas from repainting operations and damage by drop cloths, shields, masking, templates or other suitable protective means and make good any damage caused by failure to provide such protection.
- 8.05 Remove and securely store all miscellaneous hardware and surface fittings and fastenings (e.g. electrical plates, mechanical louvers, door rating labels, door and window hardware (e.g. hinges, knobs, locks, trim, frame stops), washroom accessories, light fixture trim, etc. from wall and ceiling surfaces, doors and frames, prior to repainting and replace upon completion. Carefully clean and replace all such items upon completion of repainting work in each area. Do not use solvent or reactive cleaning agents on items that will mar or remove finishes (e.g. lacquer finishes). Doors shall be removed before repainting to paint bottom and top edges and then re-hung.
- 8.06 Sand, clean, dry, etch, neutralize and/or test all surfaces under adequate illumination, ventilation and temperature requirements.

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***** -COMM. JOURNAL- ***** DATE APR-25-2005 ***** TIME 16:38 *****

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ARIZONA DEPARTMENT OF ECONOMIC SECURITY

DIVISION OF BUSINESS AND FINANCE
OFFICE OF PROCUREMENT & CONTRACTS
1739 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano
Governor

David Barnes
Director

***** FACSIMILE COVER SHEET *****

DATE: 4/25/05

TO: FOD Advertisement

FAX NUMBER: 542 5508

TELEPHONE NUMBER: _____

FROM: Jordann Carrillo

FAX NUMBER: (802) 542-4496

TELEPHONE NUMBER: (802) 354-0170

NUMBER OF PAGES (INCLUDING COVER SHEET): 7

Please add to on-line solicitation

TOTAL P.08